

SECRET

3 September 1957

## DIRECTOR OF SECURITY

### A. MISSION

Prepares and executes the Agency's security program and performs security inspection functions.

### B. FUNCTIONS

1. Recommends the establishment of Agency policies relating to security, and establishes procedures for their implementation.

2. Obtains and evaluates, through investigation, technical interrogation and liaison contact, pertinent information regarding personnel for employment, assignment, or association with the Agency. Approves or disapproves, from a security standpoint, the employment or utilization of individuals by the Agency.

3. Develops and conducts domestic counterintelligence programs for the Agency.

4. Establishes safeguards necessary to prevent physical penetration of Agency activities by unauthorized individuals.

5. Determines the effectiveness with which security programs and policies are being accomplished, and institutes improvements where indicated.

6. Furnishes security advice and guidance to Agency employees.

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7. Institutes, implements and conducts technical countermeasures programs.

8. Coordinates and engages in security support planning of emergency measures.

9. Prescribes security policies relating to the liaison and contact relations of Agency officials with others; and establishes and maintains necessary liaison with officials of other Government agencies on security matters.

10. Investigates reports of violation or noncompliance with security policies or regulations and recommends or initiates appropriate action, as may be required.

11. Makes necessary inspections, investigations, and reports to assure proper maintenance of security.

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12. Conducts certain activities pertaining to the overall [REDACTED] program.

13. Conducts research in security fields.

14. Provides security support and trained professional security officers as required, to Agency components, installations and operations, both domestic and foreign.

15. Plans, develops and conducts an Agency safety and fire prevention program.

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## DEPUTY DIRECTOR OF SECURITY

### A. MISSION AND FUNCTIONS

Makes decisions as the full deputy in important or sensitive matters within established policy of the Director of Security; follows intimately the progress of the counter-intelligence operations of the office; conducts specific liaison, internally and externally, on certain highly sensitive matters delegated to him; assists the Director of Security in the performance of his mission and the exercise of his functions; and acts for the Director of Security in his absence. Serves as Chairman, Office of Security Career Service Board.

15 May 1958

EXECUTIVE OFFICER

A. MISSION AND FUNCTIONS

1. The Executive Officer serves as the coordinator of staff actions in the Office of Security and is authorized to act on behalf of the Director of Security in the interpretation of policy previously enunciated.
2. Assists the Director of Security in the administration and management of the Office of Security Staffs, except the Security Research Staff.
3. Acts on behalf of the Director of Security with respect to the handling of correspondence to the Office of the Director, including its routing and necessary follow-up to insure action and/or appropriate and timely replies.
4. Acts on behalf of the Director of Security in Office representation on intra-Agency conferences and boards not attended by the Director or his Deputies.
5. Acts on behalf of the Director of Security and the Chairman of the Security Career Service Board in giving overall administrative guidance on the Career Service Program.

6. Is responsible for the preparation of Office reports to higher authority on such matters as production, progress, work loads, accomplishments, objectives, etc.

7. Administers the Office of Security emergency plans, including the Office of Security Emergency Force and the CIA Security Patrol.

8. Acts as Special Assistant to the Director of Security on other matters as specifically assigned.

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## ADMINISTRATION AND TRAINING STAFF

### A. MISSION

Provides administrative, personnel, budget, supply and training support and special services for the Office of Security, including its Headquarters [REDACTED] units and foreign activities.

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B. FUNCTIONS

1. Administration and Support Branch

a. Prepares Office of Security budgets, and controls financial expenditures of the Office in accordance with budget allocations.

b. Scrutinizes all financial expenditures reflected by vouchers of Office of Security personnel for correctness and appropriateness with respect to government, Agency and office regulations.

c. Conducts periodic financial audits and property surveys of Office of Security Headquarters and [REDACTED] field offices. 25X1A

d. Controls and distributes salaries and reimbursements to Office of Security personnel and correspondents.

e. Initiates travel orders and furnishes support in all requirements for processing Office of Security personnel for travel.

f. Maintains accountability for certain property issued to the Office of Security.

g. Provides advice and guidance to Office of Security components in the requisition for any service, equipment or property to insure their need and appropriateness.

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h. Administers, manages and supervises the utilization of Office of Security safehouses, including the maintenance of a revolving fund and the supervision of domestic help.

i. Controls the Office of Security headquarters and

██████████ field space utilization with respect to alterations, moves and property and equipment needs.

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21 August 1959

MEMORANDUM FOR: Office of Security Deputy Directors,  
Staff, Division and Branch Chiefs

SUBJECT : Functions of Training Branch and  
Personnel Branch - (Revision)

New and revised statements of the functions of the Personnel Branch and the Training Branch of the Administration and Training Staff, are attached hereto and should replace pages 7 and 8 respectively in your copy of the Office of Security Statement of Mission and Functions.

STATINTL

Sheffield Edwards  
Director of Security

Attachments (2)

S-E-C-R-E-T

20 August 1959

2. Personnel Branch

a. Provides personnel services to all components of the Office, including recruitment, processing and placement of personnel in coordination with the Office of Personnel.

b. Maintains administrative records of all Office of Security personnel and serves as secretariat to the Office Career Service Board and to the office panels concerned with career management and assignments.

c. Recommends personnel actions to assure proper placement and advancement.

d. Provides personnel relation services within the office by coordinating with and between personnel and supervisors, as necessary.

e. Arranges for preparation of credentials used by Office of Security personnel and maintains appropriate controls.

f. Provides Career Management Officer for Office of Security whose services include career development planning and counseling.

g. Provides special services to the Office of Security, including Office Historian, Adjutant of Security Patrol, and control center for field office emergency plans.

S-E-C-R-E-T

20 August 1959

3. Training Branch

- a. Plans, develops and administers the Security Education Program of the Agency.
- b. Plans, develops, administers and presents Agency-wide security indoctrinations, reindoctrinations and briefings.
- c. Plans, develops and administers specialized training courses on security subjects for Office of Security personnel and Agency employees, as required.
- d. Plans, develops, administers and presents specialized briefing programs on security subjects for foreign representatives and U.S. Government representatives.
- e. Coordinates with the Office of Training on all intra-Agency and external training of Office of Security personnel.

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## FOREIGN SUPPORT STAFF

### A. MISSION

Acts for the Director of Security in assisting him in his exercise of technical security administration, guidance, and support of overseas security personnel and activities.

### B. FUNCTIONS

1. Exercises administrative control of security personnel selected for, or returning from, overseas positions, unless otherwise assigned and provides career guidance for security personnel selected for, assigned to, and returning from overseas positions.

2. Serves as Secretariat on overseas communications and maintains a record of actions in each instance.

3. Keeps the Director of Security and his Deputy Directors continually informed of the security support requirements and activities of overseas security officers, including all communications received from them, and the replies thereto.

4. Provides centralized services and guidance on cables, dispatches, pseudonyms and cryptonyms for the Office of Security.

5. Is responsible to conduct and arrange for briefings and debriefings of all Office of Security personnel departing for, or returning from, overseas assignments.

6. Makes recommendations to the Office of Security Training Officer for his guidance in developing training programs and coordinates

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on training programs proposed by A&TS for security personnel assigned to overseas positions.

7. Obtains or develops information in order to maintain current knowledge on overseas security support problems, requirements and activities.

8. Follows action on requests for direct support to security representatives overseas.

9. Takes such other actions in support of the overseas security programs, as may be ordered by the Director of Security.

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INSPECTION STAFF

A. MISSION AND FUNCTION

Conducts special inspections for the Director of Security, as required.

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## POLICY STAFF

### A. MISSION

Assists the Director of Security in preparing security policies and plans, and provides guidance on Agency matters affected by security policies.

### B. FUNCTIONS

1. Furnishes security guidance and advice to the Director of Security, to other personnel of the Office of Security and to other components of the Agency on problems of a security policy nature.
2. Furnishes security guidance to Agency components on the release, both foreign and domestic, of classified material.
3. Prepares and/or coordinates Agency regulations and issuances concerning or affecting security.
4. Serves as Senior Support Planner of the Office of Security.
5. Serves as CIA observer on the State-Defense, Military Information Control Committee.
6. Serves as Security Advisor on the CIA Honor Awards Board.
7. Furnishes security policy advice on matters originating outside the Agency, such as proposed legislation and Executive Orders, and writings on, or concerning intelligence.

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8. Conducts special studies within the Agency of matters having security policy implications.
9. Maintains appropriate liaison with other Government departments and agencies on matters of security policy concern.

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## SECURITY RESEARCH STAFF

### A. MISSION

Acting immediately under the supervision of the Director of Security and the Deputy Director of Security, plans and implements all domestic counter intelligence programs of CIA.

### B. FUNCTIONS

1. Collects, receives, evaluates, develops and maintains information for the purpose of preventing, detecting and arresting penetration of the Agency by foreign or domestic organizations or individuals whose activities may be inimical to the United States.
2. Coordinates with DD/P concerning domestic counter intelligence activities having overseas implication, or overseas counter intelligence activities in which domestic investigation may be involved.
3. Coordinates with certain other government agencies in connection with counter intelligence activities, as appropriate.
4. On a continuing basis, reviews and evaluates the security records of CIA employees to guard against penetration or defection or any association or activity contrary to the interest of the Agency.
5. Coordinates the counter intelligence effort within the Office of Security and keeps the Director of Security currently advised on all new developments.

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DEPUTY DIRECTOR FOR PERSONNEL AND PHYSICAL SUPPORT

A. MISSION

Assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel and physical security, safety and fire prevention, and is directly responsible for planning and implementation of the personnel and physical security and safety programs.

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## PERSONNEL SECURITY DIVISION

### A. MISSION

Insures, through evaluation of available information, the security acceptability of persons employed by, or associated with, the Agency in an overt or semi covert capacity; maintains current records of such information and controls from a security standpoint certain personal outside activities, and official actions of Agency employees.

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B. FUNCTIONS

1. Clearance Branch

a. Prescribes requirements for information to be collected on personnel to be employed by, assigned to or associated with the Agency in an overt or semi covert capacity.

b. Evaluates pertinent information regarding such persons, and either approves or recommends disapproval from a security standpoint the employment or utilization of such individuals.

c. Performs continual research of information on persons and organizations of interest to the Agency.

d. Maintains complete and current records and indices of security information on all but covert personnel and organizations of interest to the Agency.

e. Maintains liaison with other government agencies for the exchange of personnel security information.

f. Debriefs all overt and semi covert personnel departing for overseas assignments or terminating employment.

g. Reviews and approves or recommends disapproval from a security standpoint, changes in assignments of personnel between

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major components of the Agency or between Headquarters and overseas and requests for internal clearances, such as Top Secret Control Officer assignments and cryptographic clearance.

h. Serves as the liaison point in the Office of Security between CIA and the Atomic Energy Commission on all matters pertaining to obtaining "Q" clearances for Agency personnel.

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2. Employees Activity Branch

a. Gives security guidance to, and exercises controls over, headquarters employees with regard to their participation in certain outside activities, such as, but not limited to, writing for publication, delivering speeches, engaging in private foreign travel, participation in litigation, social contact with aliens, training, education, etc.

b. Controls liaison with other government agencies by security approving appropriate representatives of such agencies for contact.

c. Security monitors miscellaneous actions, such as official travel to Iron Curtain countries.

d. Replies to inquiries for information from unofficial outside sources.

e. In coordination with the Special Assistant to the DCI, monitors employee activities that may bring publicity or notoriety to the Agency.

f. Coordinates from a security point of view the Agency's Suggestion Awards Program.

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g. Performs support activities, such as, but not limited to, [REDACTED]

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[REDACTED] Employees' Compensation claims and entry of aliens into CIA buildings; and conducts special security briefings.

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## INTERROGATION RESEARCH DIVISION

### A. MISSION

Provides information obtained through polygraph and oral interrogation to assist in the determination of the security acceptability of persons employed by, or associated with, the Agency.

### B. FUNCTIONS

1. Conducts oral and polygraph interrogations of staff employees, overt consultants, staff agents and contract personnel.
2. Examines and interprets polygraph charts of interrogations to ascertain security implications, and reports findings thereon.
3. Conducts research internally and externally in the field of interrogation and polygraph technique.
4. Determines training requirements and conducts training in polygraph, as required.

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## PHYSICAL SECURITY DIVISION

### A. MISSION

Conducts research on, develops, tests, establishes and maintains safeguards and techniques for the protection of classified information and the prevention of physical penetration of Agency activities by unauthorized persons; monitors through inspections and investigations as necessary, the compliance with security policies or regulations; and plans and implements the Agency safety and fire prevention program.

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B. FUNCTIONS

1. Building Security Branch

- a. Plans, implements and maintains physical security safeguards for the protection of classified information.
- b. Directs the operation of a guard force used to control entrance to, and exit from, Headquarters buildings.
- c. Supervises the building receptionists program.
- d. Establishes and implements procedures, facilities and media for identification of all employees and visitors at Headquarters.
- e. Provides Security Officer coverage at Headquarters on a 24-hour basis.
- f. Issues, controls and provides training in fire arms.
- g. Provides miscellaneous security services, such as, but not limited to, maintenance and repairing of safekeeping equipment, changing and control of safe combinations, domestic armed escorts or couriers, supervision of classified waste collection and destruction, etc.

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2. Survey Branch

- a. Establishes minimum requirements for the storage and handling of classified material and monitors the compliance there-with.
- b. Conducts physical security surveys and inspections of Agency installations and facilities, as directed, and makes corrective recommendations, where indicated.
- c. Conducts investigations of indicated security violations or non-compliance and makes remedial recommendations, when appropriate.
- d. Provides physical security advice, guidance and support to other components of the Agency, domestic or overseas.
- e. Provides training support on physical security matters.

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4. Safety Officer

a. Conducts investigations of accidents, makes recommendations thereon, and prepares comparative annual statistical reports.

b. Conducts surveys, training sessions, seminars, visual aid programs and fire drills and gives technical advice on safety and fire prevention.

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d. Gives safety approval on plans for major alterations or construction of Agency buildings.

e. Conducts safety tests on materials, equipment and line operation hazards.

f. Represents the Agency with the Federal and National Safety Council and the Presidential Conference on Industrial Safety.

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